

Professional and Managerial Branch
Cultural Group
Library Series

PUBLIC SERVICES LIBRARIAN I

04/90

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs general and specialized levels of professional work in a public service capacity with assignment to Extension Services or the Main Library; performs related duties as required.

EXAMPLES OF DUTIES:

Evaluates an assigned portion of the library collection and implements an ongoing collection development program; reviews media for books and other materials and selects materials for purchase on the basis of criteria pertaining to selection area assignments.

Conducts introductory tours of the library concerning use of the on-line catalog and provides instruction in the use of reference materials; provides instruction in the use of reference materials; provides reference and readers' advisory services; prepares bulletin boards and exhibits; plans, presents, or coordinates library sponsored programs for various age groups.

If assigned to a branch, may act as Branch Manager when the Branch Manager is absent, and performs his/her functions as required; prepares recommended reading lists for public distribution; may be assigned to speak to community groups or carry out cooperative projects between the local school systems, local organizations or institutions and the public library; participates in library committee work and in collecting and analyzing user data; maintains work records and prepares reports.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science; or and equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of professional library principles, methods and practices; good knowledge of reader interest levels; good knowledge of a wide variety of books, authors and related materials; some knowledge of automated cataloging systems and databases.

Ability to establish and maintain effective working relationships with fellow employees and the general public; ability to interpret and write professional level papers and reports; ability to supervise, train, and evaluate assigned personnel.

Special Requirements: Bilingual (English/Spanish) ability desirable.

Physical Requirements: Mobility within an office and library environment.

Director of Personnel

Department Head